

**Town of Cottage Grove**  
**Notice of Intent for Change of Land Use**  
(Instructions for completion of this form are list on the reverse side)

**1. Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. Landowner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**3. Location and description of Land**

Parcel No: \_\_\_\_\_

Parcel size: \_\_\_\_\_

Parcel address: \_\_\_\_\_

Description: \_\_\_\_\_

**4. Action requested**

(A) Zone change from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ acres

(B) Conditional use permit for \_\_\_\_\_ acres currently zoned \_\_\_\_\_

(C) Site approval for \_\_\_\_\_ on \_\_\_\_\_ acres (no fee)

**5. Intended land use:** \_\_\_\_\_

**6. Names and address of adjoining and adjacent landowners (use additional sheet if necessary)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information provided on this notice is true and correct. I understand that failure to provide all required information shall be grounds for denial of my request. I also certify that no other change has been requested on this/these parcel(s) in the last twelve (12) months.

\_\_\_\_\_  
Applicant

Date

\_\_\_\_\_  
Landowner

Date

## **Notice of Intent for Change of Land Use**

### **Completion Instructions**

Please read the following instructions carefully. Your cooperation in completing the application accurately will speed the process. Failure to provide complete information will delay consideration of your application. This form will need to be completed and returned to the Town Hall at least two weeks prior to the Plan Commission meeting which is normally held on the fourth Wednesday of each month.

1. Applicant – List the name, address and phone number of the persons submitting this application.
2. Landowner – If the owner of the land is not the applicant, list the landowner's name, address and phone number.
3. Location and description of land – List the existing parcel number, the total existing parcel size, the address of the existing parcel and a brief description of the parcel (as exists prior to the proposed land use change).
4. Action requested – Circle the letter (A,B or C) that applies to the action requested and complete the information appropriate to that request. More than one action may be requested, however, all requests must apply to the same parcel.
5. Intended use – Include a statement of the intended use for the land if the request(s) are granted.
6. Names and addresses of adjacent and adjoining landowners – List the names and addresses of all adjoining and adjacent landowners within 200 feet of the existing parcel (before the land use change) without regard to man-made boundaries such as roads, fence lines, driveways, etc. In applications involving subdivision zoning, all property owners with 500 feet of the parcel must be notified. In this case, the town will determine the landowners of record. The town will provide at least 7 days prior written notice by ordinary mail to landowners affected as noted above. Included in the notice will be time, date and location of the meeting.
7. A scale drawing or map of the entire parcel must be included – On 8½ by 11 inch paper, included as much detail as possible. All current and proposed (approximate) boundaries, structures, sewage systems, wells, driveways and roads must be shown. All approximate dimensions and distances must be specified. Aerial photographs are helpful supplement, but are not sufficient by themselves. Larger maps are helpful, but and 8½ by 11 copy must also be submitted for presentation at the plan commission meeting. All applicable provisions of the Town Comprehensive Plan and Ordinances must be complied with.
8. Fees – A fee of \$250 must be submitted. In addition to this fee, the applicant may be responsible for additional costs incurred in notification of adjoining and adjacent landowners, either directly, or as reimbursement to the town clerk.
9. Scheduling and procedure – This application will not be scheduled until such time as the town clerk has been notified that all adjoining and adjacent landowners have been notified. The Town will accept only one (1) zoning change application on any given parcel in a 12 month period. Land use change requests approved by the town board and plan commission will expire after one year if no further action is taken by the applicant toward receiving approval by the Dane County Board.
10. Plan Commission hearings may be delayed up to one month if not more that one application has been received in that month unless commission per diems are paid by the applicant.